



CALIFORNIA YOUTH AUTHORITY RESTITUTION COLLECTION PROCESS



The California Youth Authority (CYA) has established a procedure to collect restitution fines and orders from all incoming offenders, in accordance with Welfare & Institutions Codes 1752.81, 1752.82, and 1766.1. Please note that, although a review of the restitution collection process for the California Youth Authority begins before the ward's entry into a CYA facility, this chart addresses only ward and parole collection processes.

1 Institution Case Services, Reception Center:

- ✓ New wards are processed through the Institution's Reception Center.
- ✓ The ward's Field File is reviewed by an intake counselor, who notes the restitution requirements previously established by the Victims Services Unit (VSU).
- ✓ The Field File is then routed to the Institution Accounting Office.

2 Institution Accounting Office:

- ✓ Restitution, wage, and trust accounts are established.
 - Wages are garnished at 15%, in accordance with federal guidelines.
- ✓ Trust account deposits are not garnished at this time.
- ✓ Voluntary payments are accepted.
- ✓ Quarterly, the Accounting Office tabulates the restitution fine and order monies collected, and sends a check and a financial accounting to the VSU.

3 Victim Services Unit:

- ✓ Quarterly, the VSU totals the fine and order monies collected in all CYA facilities statewide, then sends checks to either the individual victims or the Board of Control, in accordance with the restitution instructions. (Note that restitution orders are paid first, fines second.)

4 Ward Paroles:

- ✓ The assigned Parole Agent reviews the new parolee's Field File.
- ✓ Outstanding restitution fines and orders are identified; and a payment schedule is established.
- ✓ The Parole Agent collects restitution and forwards it to the Restitution Staff in Parole Services.

5 Parole Restitution Services:

- ✓ Creates and maintains the parolee/ward account.
- ✓ Quarterly, restitution collections are tabulated, and a check and financial accounting are forwarded to Victim Services Unit for mailing.

It should be noted that, if the parolee is returned to a CYA facility on a parole violation, the wage garnishment process is re-established by the facility.

The California Youth Authority collected \$223,000 in restitution fines and orders in Fiscal Year (FY) 1994-95 and \$309,000 was collected in FY 1995-96, which is an increase of 38%.

